

Proofs of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, they should first be added (by the court staff) and then the claim to the new creditor record.

In the following exercise, the creditor is already on the case. Other lessons show how to add creditors to the creditor database by uploading the matrix or adding each record separately.

*** NOT MODIFIED FOR ATTORNEYS YET ***

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the File Claims hyperlink.

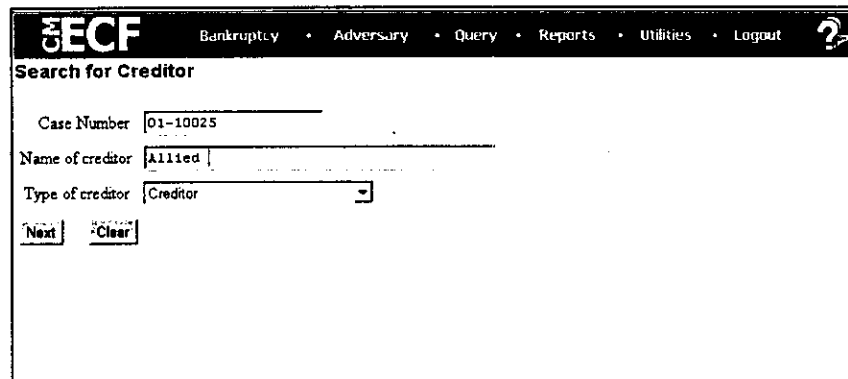
STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3.)

Figure 3

- ◆ Click in the **Case Number** box and enter the correct case number in YY-NNNNN format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

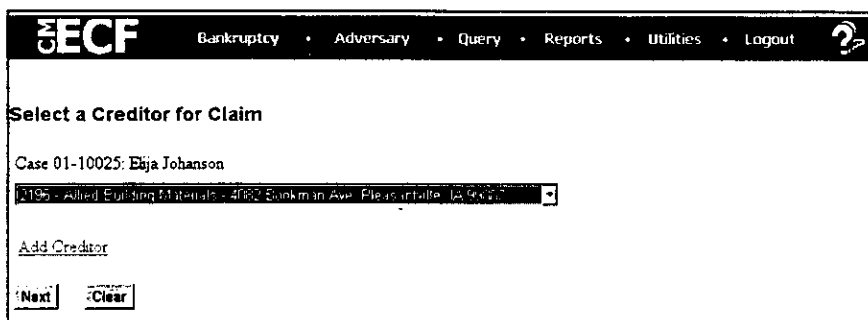
1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type** of **Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- ◆ Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. (See Figure 4a.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select a Creditor for Claim

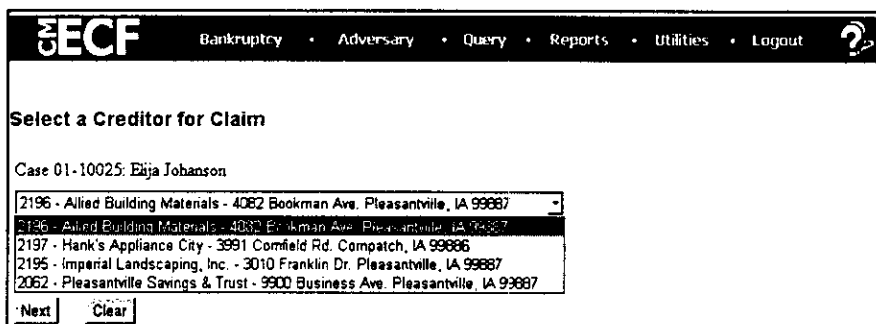
Case 01-10025: Eija Johanson

2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887

[Add Creditor](#)

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors (See Figure 4b.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select a Creditor for Claim

Case 01-10025: Eija Johanson

2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887

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2197 - Hank's Appliance City - 3991 Cornfield Rd. Compach, IA 99886

2195 - Imperial Landscaping, Inc. - 3010 Franklin Dr. Pleasantville, IA 99887

2062 - Pleasantville Savings & Trust - 9900 Business Ave. Pleasantville, IA 99887

Figure 4b

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

If you are unable to find a creditor after using different search criteria, the [Add Creditor](#) hyperlink allows you to add a creditor to the case (refer to the Creditor Maintenance module for instructions on how to add a creditor).

- ◆ Click **[Next]** to continue adding a Proof of Claim.

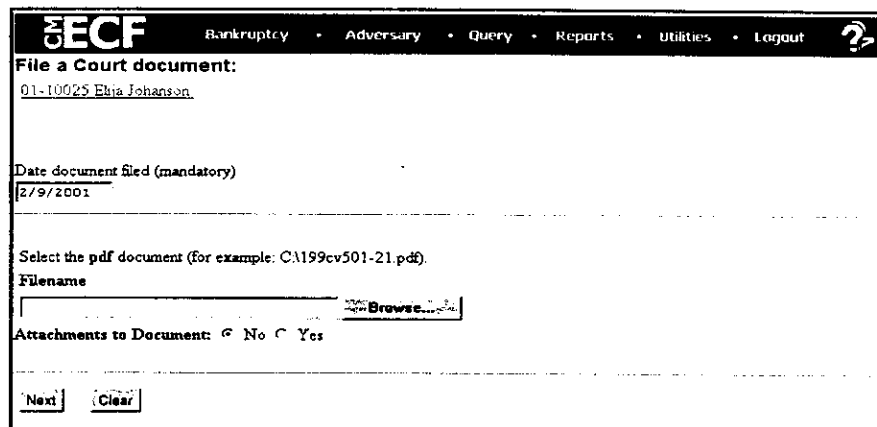
STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

2196 - Allied Building Materials 4082 Bookman Ave. Pleasantville, IA 99887				
Case Number: 01-10025	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File: 03/28/2001	Last Date To File (Govt):	Date Filed: 02/09/2001	Late: No	Status:
Amount Claimed				
Unsecured 1920.50	Secured	Priority	Unknown	Total (Display Only) 1920.5
Amount Allowed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Description:	Cement Mixer			
Remarks:				
Next Clear				

Figure 5

- ◆ Enter the data in the appropriate fields for the claim. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ There is an **Amount Claimed** and **Amount Allowed** section to record. Do not enter **Amount Allowed** at this time. Both of these amounts will appear on the Claims Register.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- ◆ The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in your court dictionary (such as Withdrawal of Claim) can automatically update this field.
- ◆ The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 60 characters long.
- ◆ The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- ◆ When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays. (See Figure 6a.)



The screenshot shows a web form titled "File a Court document:" with the ECF logo. It includes a "Date document filed (mandatory)" field with the date "2/9/2001". Below this is a "Select the pdf document (for example: CM199cv501-21.pdf)" section with a "Filename" input field and a "Browse..." button. At the bottom, there is an "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes", and "Next" and "Clear" buttons.

Figure 6a

- ◆ If this is an ECF court, a PDF image of the claim is required.
- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b.)

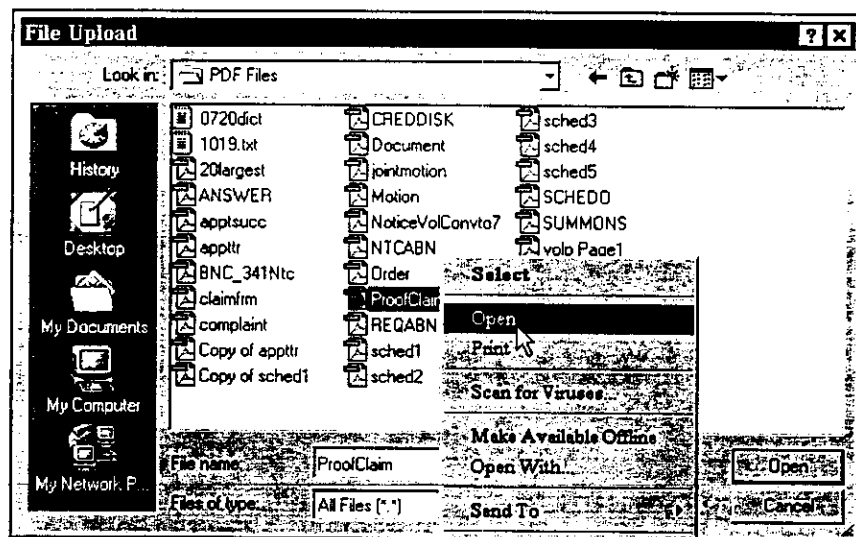


Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

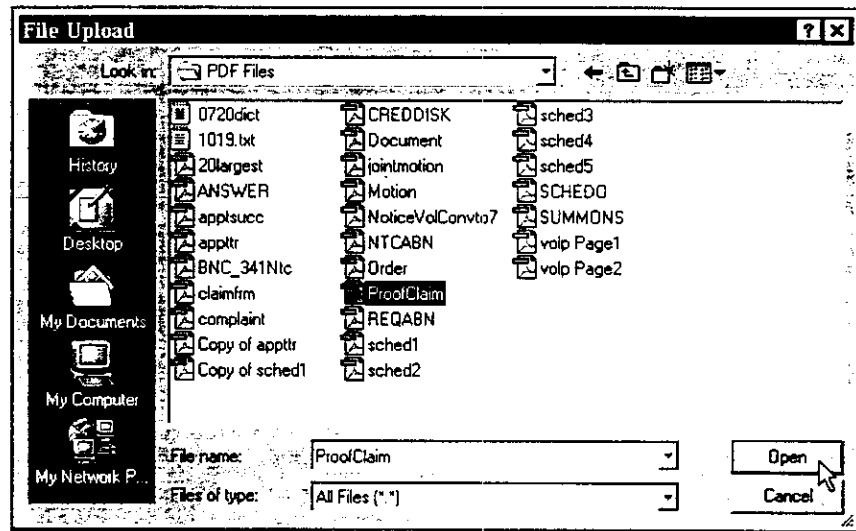


Figure 6c

- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)

Figure 6d

- ◆ **PDF attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a

separate hyperlink within the docket text.

- ◆ Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See Figure 7.) This claim is now part of the official court record.

The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Notice of Electronic Claims Filing". Below this, it states: "The following transaction was received from Gutierrez, Luis on 2/9/2001 at 1:57 PM CST". A table-like structure displays the following information: Case Name: Elja Johanson; Case Number: 01-10025; Creditor Name: Allied Building Materials, 4082 Bookman Ave., Pleasantville, IA 99887; Claim Number: 1; Total Amount Claimed: \$1920.50. Below this, it says "The following document(s) are associated with this transaction:". A document description is provided: "Main Document", "Original filename: O/CM/ECF/PDF Files/ProofClaim.pdf", and "Electronic document Stamp: [STAMP bkccfStamp_ID=981492479 [Date=2/9/2001] [FileNumber=7522-0] [95be7d7c63abc7867cde3ca922f576e65314370f5681b79d49cf7d14956583e09b6dc38522eb407fca3530528a41000cf4e299fd486f6c14fde5d56ca40cf0f6]]".

Figure 7

- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, click again on **Bankruptcy**, **File Claims**. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8 CLAIMS REGISTER

- ◆ To run the Claims Register, click **Reports** on the Main Menu Bar and then **Claims Register** hyperlink. There is a separate CM/ECF Claims Register lesson.